

MADERA COUNTY

SUPERVISING DEPUTY DISTRICT ATTORNEY

DEFINITION:

Under general administrative direction, to provide a variety of complex, professional legal services related to criminal law through the District Attorney's Office; to plan, assign and supervise the work of others; to assist with planning, directing and overseeing the functions, operations and programs in the area of assignment; and to perform related work as required.

SUPERVISION EXERCISED:

Exercises direct supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS:

Positions in this class have full supervisory responsibility over others. Additionally, incumbents exercise independence and discretion, under the general administrative direction of the Assistant District Attorney or District Attorney and utilize their legal expertise to prosecute, or provide guidance and direction in the prosecution of the full range of criminal cases.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Assists with planning, directing and overseeing the functions, operations and programs in the area of assignment; directs, supervises, trains and evaluates assigned staff; interviews complainants and witnesses in regard to prospective misdemeanor, felony and criminal complaints, including law violations related to controlled substances; conducts pleadings, arraignments, pretrial agreements, and other aspects of criminal trial work; reviews and oversees the preparation of search warrants; examines crime scenes and evidence; prepares bail reviews and bail increase/decrease motions; performs complex legal research; negotiates agreements with defense attorneys; makes recommendation on whether or not to proceed to trial, selection of jurors, prosecution of cases, sentences and disposition of files; prepares correspondence and reports; presents and prosecutes penal code violations in Madera County Courts and Appellate Courts, as appropriate; conducts citation hearings; consults with other District Attorney staff on questions of evidence and law and procedure related to specific legal problems; provides advice on search and seizure and development of evidence to local law enforcement personnel; handles difficult and specialized legal assignments; and directs investigations by law enforcement officials.

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

Principles and practices of supervision, evaluation and training.
Principles of criminal, constitutional and administrative law.

Specialized legal knowledge of assigned area.
Judicial procedures and the rules of evidence.
Principles, practices, methods, and materials of legal research.
Legal procedures and documents uses in court cases.
Operations, services and activities of a District Attorney's Office.
Principles of staff development and training.

Skill to:

Operate modern office equipment, including computer equipment.

Ability to:

Assist with planning, directing and overseeing the functions, operations and programs in the area of assignment.
Supervise, train and evaluate the work of assigned staff.
Prepare accurate and comprehensive reports.
Prepare and present criminal cases at all levels of the court system.
Prosecute complex and difficult felony cases.
Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.
Analyze and appraise a variety of legal documents and instruments.
Present statements of fact, law and argument clearly and logically in written and oral form.
Deal tactfully and courteously with others when representing the Madera County District Attorney's Office.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in the practice of criminal law, which includes at least one (1) year comparable to a Senior Deputy District Attorney with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar.

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: November, 2005